

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1364

TITLE: ACCOUNTANT II

GRADE: S-24

DEFINITION:

Under general supervision and in accordance with generally acceptable accounting procedures (GAAP), performs a wide variety of moderately complex accounting and budgetary responsibilities for a medium sized agency; OR performs the financial accounting and reporting for a fund or group of funds; OR assists a higher-level accountant in performing highly complex or specialized accounting tasks; may supervise professional or paraprofessional accounting staff; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This class is distinguished from the Accountant I class in that the work is considered full-performance level, involving a broader range of accounting responsibilities. Work may also involve supervision and training of lower-level accounting professionals and/or paraprofessionals.

ILLUSTRATIVE DUTIES:

Prepares and/or analyses financial statements and reports and makes recommendations resulting from the analyses;

Provides assistance to outside auditors by preparing work papers and financial reports as required;

Coordinates the gathering of statistical information from various County agencies and prepares the Statistical Section of the Comprehensive Annual Financial Report (CAFR);

Plans, organizes and participates in the reconciliation of assigned funds;

Monitors the accounting activity recorded by agencies in the County's online financial accounting management information system (FAMIS) for a fund or group of funds;

Participates in the formulation and administration of accounting policies and procedures;

Researches accounting issues and new accounting pronouncements and recommends solutions and means of implementation;

Prepares long-range revenue and expenditure estimates necessary to forecast economic feasibility of various projects;

Reviews and verifies postings to appropriate ledgers and subsidiary accounts;

Monitors and arranges debt service activity for all existing issues of the County's general obligations and special-purpose bonds;

Prepares monthly reconciliation to balance tax subsystems (i.e., real estate, personal property, business licenses) to County's financial system;

Assists in the administration of personal property tax and tax relief programs, reviews proposals and drafts amendments;

Prepares or assists in the development of agency budget and monitors budget status;

May supervise lower-level professional and/or paraprofessional accounting support staff;

Serves as liaison with County agencies to explain accounting procedures necessary to fulfill accounting requirements.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of generally accepted accounting procedures;
Knowledge of modern office practices and procedures related to accounting, including FAMIS and spreadsheet programs for personal computers;
Ability to prepare and interpret financial reports and statements;
Ability to organize, analyze, and interpret financial and management data to solve management, accounting, and/or taxation problems;
Ability to develop and apply accounting procedures;
Ability to complete budget documents in accordance with the Office of Management and Budget's Budget Manual;
Ability to analyze and interpret fiscal and accounting data, and to prepare appropriate statements and reports;
Ability to plan and supervise the work of subordinates;
Ability to establish and maintain effective relationships with co-workers;
Ability to communicate effectively both orally and in writing;
Ability to establish priorities for and pursue several projects simultaneously.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:
Graduation from an accredited four-year college or university with a Bachelor's Degree in accounting, business administration or a related field; PLUS
Two years of professional accounting experience, including one year of experience working with automated accounting systems.
CPA certification, or a Master's Degree in an appropriate field, may be substituted for one year of required experience.

CERTIFICATES AND LICENSES REQUIRED:

Not applicable.

NECESSARY SPECIAL REQUIREMENTS:

Certain positions with financial responsibility within this class may be subject to criminal history record checks and/or credit checks as a condition of hiring and periodically thereafter, as determined by the department head. An applicant or employee may be required to submit a request for a criminal history record check and/or credit check to the appropriate agency.

Applicants and employees within these select positions must demonstrate financial responsibility in personal finances as a condition of employment.

REVISED: April 16, 2002

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